

**DMHAS Fall 2016 Individual Application Form - CEUI / Technical Training Courses**

**Important!** This form is for CEUI / Technical courses ONLY and for DMHAS NP-2 Bargaining Unit Members ONLY. **This application must be reviewed and signed by your supervisor and/or other approving authority.** Applications must be submitted by facility-designated "Training Approval Officers" (TAOs) or they will not be accepted. Once your TAO learns which seats have been assigned, they will confirm your enrollment status. **If your Facility TAO has not contacted you within a week of your course start date, contact them or your supervisor to ask if your seat was assigned.**

**THE EMPLOYEE REGISTRATION DEADLINE IS Monday, August 15, 2016**

**APPLICANT INFORMATION AND COURSE REQUESTS – PLEASE PRINT CLEARLY!**

Applicant Name (First, Middle Initial, Last):

Employee #:

Job Title:

DMHAS Facility Name:

Division or Work Unit:

Work Telephone Number:

Length of Service / Date of Hire:

**COURSE INFORMATION:**

Listed below, and on the second page, are the courses available this term. Put a check in the first column box next to the course(s) you would like to apply for. In the next column, indicate whether you meet the prerequisites for each class. **Be careful NOT to schedule more than one course on the same day. Register ONLY for classes you can reasonably attend in this term.**

**NOTE: Travel Authorization Forms must be submitted for all approved courses. A copy of the attendance certificate, received at the end of each course, must be submitted to your Facility TAO without delay.**

Check below to apply	Have you met all prerequisites listed?	Course Title	Course #			Courses Date(s)
		<b>ESSENTIAL BUSINESS SKILLS</b>				
	Yes__ NO__ N/A	Bullying in the Workplace: What it is and How to Stop It – NEW	MA	73	685	10/6
	Yes__ NO__ N/A	Communication Skills and Positive Results – NEW	MA	73	687	9/16
	Yes__ NO__ N/A	Effective Communication	CA	73	624	9/19
	Yes__ NO__ N/A	First Aid and Tick Borne Diseases - NEW	NW	73	682	9/19
	Yes__ NO__ N/A	Retirement: Ready or Not?	MA	73	688	10/24
		<b>DEVELOPING LEADERSHIP SKILLS</b>				
	Yes__ NO__ N/A	Effective Leadership Techniques for Women	NV	73	564	9/28
	Yes__ NO__ N/A	Leading a Diverse Workforce	CA	73	634	11/14
	Yes__ NO__ N/A	Positive Discipline at the Workplace	CA	73	625	10/3
	Yes__ NO__ N/A	Transitioning from Peer to Supervisor	CA	73	613	10/7
		<b>TECHNOLOGY ADVANCEMENT</b>				
	Yes__ NO__ N/A	Basic Computer Skills	MA	73	686	10/18, 10/25
	Yes__ NO__ N/A	Excel 2013: Introduction	CA	73	621	9/23
	Yes__ NO__ N/A	Word 2013: Getting Started	CA	73	623	10/14
		<b>TRADE SKILLS</b>				
	Yes__ NO__ N/A	AutoCAD 2D: Introduction	MA	73	684	10/11
	Yes__ NO__ N/A	AutoCAD I	CA	73	614	12/22, 12/29
	Yes__ NO__ N/A	Basic Electricity	AS	73	508	12/20, 12/22, 12/23

**TURN THE PAGE FOR ADDITIONAL COURSE OFFERINGS!**

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Applicant Name (First, Middle Initial, Last):

Employee #:

DMHAS Facility Name:

Division or Work Unit:

Check below to apply	Have you met all prerequisites listed?	Course Title	Course #			Courses Date(s)
	Yes__ NO__ N/A	Blueprint Reading	CA	73	615	12/9, 12/16
	Yes__ NO__ N/A	Edible Landscapes, School Yards and Community Gardens	MA	73	690	10/26, 10/27
	Yes__ NO__ N/A	EPA 608 Refrigerant Certification	GW	73	694	9/16
	Yes__ NO__ N/A	Garden Design Basics	MA	73	689	11/17, 11/18
	Yes__ NO__ N/A	General Building Trades	CA	73	617	11/7
	Yes__ NO__ N/A	Green Construction Materials	CA	73	619	10/28
	Yes__ NO__ N/A	Heartsaver First Aid CPR AED	CA	73	630	11/18
	Yes__ NO__ N/A	HVAC Air Conditioning and Maintenance	GW	73	693	11/4
	Yes__ NO__ N/A	HVAC Building Electrical Boards	GW	73	702	12/16
	Yes__ NO__ N/A	HVAC Commercial Refrigeration	GW	73	701	12/2
	Yes__ NO__ N/A	HVAC Essential Gas Field-Training Skills	GW	73	696	9/30
	Yes__ NO__ N/A	HVAC Maintenance & Repair	GW	73	697	10/7
	Yes__ NO__ N/A	HVAC Sheet Metal & Duct Work	GW	73	700	11/18
	Yes__ NO__ N/A	HVAC Soldering & Braising	GW	73	699	10/28
	Yes__ NO__ N/A	HVAC Steam & Hydronics	GW	73	535	9/2
	Yes__ NO__ N/A	Industrial Motor Skills	AS	73	510	12/27, 12/29, 12/30
	Yes__ NO__ N/A	Landscape Plants and Design	CA	73	620	12/27
	Yes__ NO__ N/A	Leadership for Project Management	CA	73	629	12/12
	Yes__ NO__ N/A	Organic Lawn Care	MA	73	691	9/21
	Yes__ NO__ N/A	OSHA 10	TX	73	683	9/29, 9/30
	Yes__ NO__ N/A	Small Engine Repair	GW	73	711	9/7,12, 14,19, 21, 26, 28, 10/3, 5, 12
	Yes__ NO__ N/A	Transplanting Perennials and Shrubs	MA	73	692	9/29
	Yes__ NO__ N/A	Welding I – Asnuntuck	AS	73	507	12/20, 12/22, 12/23
	Yes__ NO__ N/A	Welding II – Asnuntuck	AS	73	509	12/27, 12/29, 12/30
	Yes__ NO__ N/A	Welding Processes I – Naugatuck Valley	NV	73	560	11/7, 11/8, 11/9
	Yes__ NO__ N/A	Welding Processes II – Naugatuck Valley	NV	73	562	11/28, 11/29, 11/30

**SUPERVISOR'S APPROVAL:**

The Department of Mental Health and Addiction Services requires that Supervisory Approval be obtained prior to submitting applications to Facility Training Approval Officers (TAOs). **NOTE: If approved for training, please instruct your staff to PROMPTLY SUBMIT their course completion certificate(s) to your Facility's TAO UPON THEIR RETURN TO WORK.**

Supervisor Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
(Please print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Unit Supervisor Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
(If Required) (Please print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FACILITY TRAINING OFFICER APPROVAL:** (I have reviewed the courses requested on this application and verified that this applicant is a member of the NP-2 Bargaining Unit and, therefore, eligible to enroll in CEUI/Technical Training Courses.)

TAO Signature & Facility Name: \_\_\_\_\_ Date: \_\_\_\_\_